



Steam Mills Primary School

Policy and Procedure: Health & Safety

Issue 2
September 2013
Ref SHE/GN/47

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Section 2 - Introduction

2.1 Purpose

The document provides guidance on how schools might draft a Health & Safety Policy Document that reflects its local arrangements for managing risks.

2.2 Scope

Although this guidance has been prepared for schools, the principles apply to other workplaces too.

2.3 References

Statutory Instruments

Health & Safety at Work Act 1974

Approved Codes of Practice etc

Nil.

GCC Procedures/Guidance Notes

SHE/Pro 1 Corporate Health & Safety Policy Document

2.4 Glossary of Terms Used in this Document

Term	Meaning
AfPE	Association for Physical Education
ACoP	Approved Code of Practice
AMPS	Asset Management & Property Services
Audit	An independent evaluation of a safety management system
CLEAPSS	Formerly stood for Consortium of Local Education Authorities for the Provision of Science Services. Since Local Education Authorities became Local Authorities and services expanded to include D&T, CLEAPSS was registered as a Trade Mark. CLEAPSS is now simply a name and not an acronym
CoSHH	Control of Substances Hazardous to Health
D&T	Design and technology
DATA	The Design and Technology Association
DfE	Dept for Education
Inspection	A check of physical conditions and practices/behaviours usually undertaken in a school by Governors
LA	Local Authority. In the context of this guidance, the LA would be Gloucestershire County Council
MiDAS	A minibus driver awareness training scheme
OVC	Off-Site Visits Co-ordinator
PAT	Portable appliance testing

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PPE	Personal protective equipment – used to give protection when in contact with a hazard e.g. gloves, boots etc
Safety Representative	A member of staff usually appointed under the <i>Safety Representatives and Safety Committees Regulations 1977</i>
SHE Enterprise	The GCC database for recording workplace accidents
SHE/Pro and SHE /GN	Standards issued by SHE. Pro – procedures; GN – Guidance Notes. There are also Information Sheets for lesser matters but which often arise in schools etc.
VA	Voluntary Aided

2.5 Revisions to this Document and Review

This procedure will be updated when necessary by distribution of a complete replacement.

Amended or additional parts of revised pages will be marked by a vertical black line in the right hand margin.

SHE procedures will be reviewed at intervals not exceeding 14 months.

2.6 Summary of Changes in this Issue

Section Summary of Change – None at this review

This is a new issue superseding a standalone sheet previously published on the SHE webpages.

2.7 Equalities Impact Assessment

Part 1 – Initial Screening undertaken on 9th August 2012.

Part 2 – Full impact assessment not undertaken as not required.

If readers require a hard copy of the document in large print or a copy in Braille, please contact Safety, Health & Environment.

2.8 Contact Details

For more information or in the event of inquiries, please contact Safety Health & Environment (SHE) tel. 01452 425350 or she@gloucestershire.gov.uk

2.9 Authorisation Details

Author/Reviewer	Authorised by
Anna Stack	Paul Cobb
Date: September 2013	Date: September 2013

The master copy is held by Safety Health & Environment (SHE)

3.1 Introduction

Schools (as 'employers') under the *Health & Safety at Work Act 1974* are required to produce a local Health & Safety Policy Document. This document should be tailored to each school as it will contain specific information on local risks and how they are controlled. Where the Local Authority (LA) remains the employer it is strongly recommended that an H&S policy Document is prepared. The LA has produced a model document that each school may customise to fit their own situation.

Whilst the source of a reliable template used by schools is not important, it is essential that generic texts are not used but, rather, that school edit any template and populate it with a summary of local arrangements so that it becomes a meaningful expression of how health and safety is managed.

3.2 How to Adapt the Model Document

An effective policy document will address three main areas:

- the statement of the employer's general policy on health and safety (Part 1 – Statement of Intent);
- the organisation for implementing arrangements including allocation of functions to individuals (Part 2 - Organisation); and
- the arrangements for carrying out the functions to control risks (Part 3 – General Arrangements).

The model document in Appendix A - *Model Health & Safety Policy Document* is based on a version created for local authority schools. Schools no longer within LA control may use this template but must make changes to reflect local ownership of responsibilities no longer held by the LA.

Part 1 – Statement of Intent

All Community and Controlled schools may adopt the Gloucestershire County Council statement of intent – see Part 1 of this model. Foundation and VA schools are recommended to accept the model policy statement but are free to adapt or create their own.

This statement is your headline commitment to managing health and safety by identifying risks in your school and stating how you will mitigate and manage those risks.

Part 2 - Organisation

All Community and Controlled schools should operate to the organisation and responsibilities as laid down in Part 2, section one of this model. Foundation and VA schools are recommended to adopt but are free to create their own version. Section Three can be used to detail schools specific arrangements.

Part 3 – General Arrangements

This part of the document states how the school will meet the standards set in the Statement of Intent. It involves procedures and arrangements for controlling risks. In most cases you will be able to summarise the key control measures in a few sentences or bullet points; in some instances, you may prefer to signpost to a separate school policy – in this case simply refer to it and do not duplicate information. Be specific about your local practices and avoid general statements.

Again, Community and VC schools should follow the advice given here. Foundation and VA schools are free to create their own arrangements.

Specific arrangements should be summarised for the subjects outlined in Part 3 – General Arrangements so far as they apply. Delete any items that are not relevant and edit the text so that a true reflection is given of your arrangements to manage risks.

Where a school has separate policies, you can simply refer to them ('signposting') as this will keep your H&S Policy Document concise and avoid the risk of two sources becoming out of step.

3.3 Using the Finished Document

Once the H&S Policy Document has been completed the following should occur:

- communication to all staff in school;
- review – typically annually or if significant changes take place (e.g. new buildings);
- inclusion in any induction arrangements for new staff, student teachers and supply teachers.

The document also will form part of the portfolio of documentation required to demonstrate a robust safety management system e.g. at audit.

3.4 Further Information and Assistance

For more information or in the event of enquiries, please contact Safety, Health and Environment (SHE) tel. 01452 425350 or she@gloucestershire.gov.uk

Safety, Health and Environment has published a wide range of material that can assist all staff in managing health and safety and this can be found on the GCC website www.gloucestershire.gov.uk/she

Appendix A - *Model Health & Safety Policy Document*

HEALTH & SAFETY POLICY DOCUMENT PART 1 STATEMENT OF INTENT

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

The school's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by the school's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils, contractors, etc, or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

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The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the schools health and safety performance. For the Policy Document to be effectively implemented, the school requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signed:	Signed:
Headteacher's name:	Chair of Governors' name:
Date:	Proposed review date:

PART 2 ORGANISATION

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PART 2 - ORGANISATION

<p><i>Organisation – Introduction.</i></p> <p>In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.</p>	<ul style="list-style-type: none"> ▪ The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged. See Appendix 1
<p><i>The Duties of the Governing Body</i></p> <p>The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.</p>	<p>The Duties of The Governing Body</p> <ul style="list-style-type: none"> ▪ In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will: <ul style="list-style-type: none"> ▪ Make itself familiar with the Local Authority's corporate Safety Policy and the advice and guidance provided by the LA; ▪ Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school; ▪ Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made; ▪ Identify and evaluate all risks relating to; <ul style="list-style-type: none"> ▪ the premises ▪ school activities ▪ educational visits ▪ school-sponsored events

	<ul style="list-style-type: none">▪ Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;▪ Create and monitor the management structure to enable the implementation of health and safety.▪ In Particular the Governing Body Undertakes to Provide:<ul style="list-style-type: none">▪ A safe place for staff and pupils to work including safe means of entry and exits;▪ Plant equipment and systems of work which are safe;▪ Safe arrangements for the handling, storage and transport of articles and substances;▪ Safe and healthy working conditions which take into account all appropriate<ul style="list-style-type: none">▪ statutory requirements▪ codes of practice▪ guidance▪ Supervision, training and instruction so that all governors, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be given health and safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, the Governing Body will ensure, that such training is provided. Pupils will receive information
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	<p>and as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;</p> <ul style="list-style-type: none">▪ The required safety and protective equipment and clothing together with information on its use;▪ Adequate welfare facilities; <p>▪ So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:</p> <ul style="list-style-type: none">▪ This policy;▪ All other relevant health and safety matters;▪ The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
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The Duties of the Headteacher

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

The Duties of the Headteacher

- As well as the general duties of all members of staff, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of departments, senior members of staff, teachers and others as appropriate.
- The Headteacher is required to take all, necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.
- In particular, the Headteacher will, on a day-to-day basis, be responsible for:
 - Ensuring safe working conditions of the school premises and facilities;
 - Ensuring, at all times, the health, safety and welfare of staff, pupils and
 - Others using the school premises or facilities or services or attending or
 - Taking part in school-sponsored activities
 - Ensure safe working practices and procedures throughout the school so
 - That all risks are controlled;

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	<ul style="list-style-type: none">▪ arrange systems of risk assessment to allow the prompt identification of▪ Potential hazards, and where appropriate ensure that the Governing Body and the LEA are made aware of the findings;▪ Identify the training needs of staff and pupils and ensure, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;▪ Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe in a timescale commensurate with the risk;▪ Collate accident and incident information and, when necessary, carry out accident, incident and near misses investigations and implement any remedial action to prevent reoccurrence;▪ Monitor the standards of health and safety throughout the school, including all school-based activities;▪ Monitor the management structure, in consultation with the governors;▪ Consult with members of staff, including Safety Representatives, on Health and safety issues; and
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	encourage staff and others to promote health and safety.
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The Duties of Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times, co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

The Duties of Supervisory Staff (*This includes Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Site Managers, Clerical Managers/Supervisors*)

- In addition to the general duties which all members of staff have, supervisory staff will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- As part of their day-to-day responsibilities they will ensure that:
 - Safe methods of working exist and are implemented throughout their area of responsibility;
 - Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - Staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - New employees working within there are given instructions in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
 - Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary;

	<ul style="list-style-type: none">▪ Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;▪ Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;▪ Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;▪ They monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest practicable standards of health and safety;▪ All health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Headteacher. <p>Duties of All Employees [including temporary and volunteers]</p> <ul style="list-style-type: none">▪ Apart from any specific responsibilities which may have been delegated to them, all employees must:<ul style="list-style-type: none">▪ Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.▪ Observe all instructions on health and safety issued by the LEA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
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	<ul style="list-style-type: none">▪ Act in accordance with any specific H&S training received.▪ Report all accidents in accordance with current procedure.▪ Co-operate with other persons to enable them to carry out their health and safety responsibilities.▪ Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.▪ Inform their Line Manager of any shortcomings they consider being in the School's health and safety arrangements.▪ Exercise good standards of housekeeping and cleanliness.▪ Know and apply the procedures in respect of fire, first aid and other emergencies.▪ Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive. <ul style="list-style-type: none">▪ All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered; and▪ Employees delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those
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	responsibilities as appropriate are re-assigned in their absence. The employee's immediate line manager must approve such re-assignments.
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<p><i>Pupils</i></p> <p>Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.</p>	<ul style="list-style-type: none"> ▪ Pupils know the procedures in respect of fire, first aid and other emergencies, and how to carry them out. ▪ Pupils understand that all plant, machinery and equipment in the area in which they work is in safe working order and restricted to authorised persons only ▪ All relevant aspects of safety is integrated for pupils into the teaching process and where necessary, special lessons on health and safety in line with National Curriculum requirements for safety education is given ▪ Pupils require the use of protective clothing and guards where necessary
<p><i>School Safety Representatives</i></p> <p>The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. However representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.</p>	<ul style="list-style-type: none"> ▪ The School Health and Safety Co-ordinator (Head Teacher has the following responsibilities: <ul style="list-style-type: none"> ▪ To co-ordinate and manage the annual risk assessment process for the school. ▪ To co-ordinate the annual general workplace monitoring inspections and performance monitoring process. ▪ To make provision for the inspection and maintenance of work equipment throughout the school. ▪ To manage the keeping of records of all health and safety activities.

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	<ul style="list-style-type: none">▪ To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.▪ To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally; and▪ Carrying out any other functions devolved by the Headteacher or Governing Body.
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<p><i>Temporary Staff</i></p> <p>Temporary staff are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. Temporary staff are directly accountable to the Headteacher whilst on the school site.</p>	<ul style="list-style-type: none">▪ Apart from any specific responsibilities which may have been delegated to them, all employees must:<ul style="list-style-type: none">▪ Act as per duties of Employees▪ Note that the school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.
<p><i>Teaching Staff</i></p> <p>Teaching Staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.</p>	<ul style="list-style-type: none">▪ Class teachers as per duties of Employees are expected to:<ul style="list-style-type: none">▪ Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.▪ Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied.▪ Give clear oral and written instructions and warnings to pupils where necessary.▪ Follow safe working procedures personally.▪ Require the use of protective clothing and guards where necessary.▪ Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

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	<ul style="list-style-type: none"> ▪ Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education ▪ Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation; and <p>Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.</p>
<p><i>Teaching Assistants</i></p> <p>Teaching assistants have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.</p>	<ul style="list-style-type: none"> • As per duties of Employees
<p><i>The Duties of Off Site Visit Coordinators (OVC)</i></p> <p>The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school. The school refers to the Off-Site Visits Manual on the SHE webpages.</p>	<ul style="list-style-type: none"> ▪ General Sign for safeguarding and personal safety during visits is available from the reception. ▪ Supply Teaching – Each Class i.e. Reception to year 6 has its own poster detailing fire and general safe guarding ▪ Need an Offsite Visit Co-ordinators <ul style="list-style-type: none"> ▪ The school complies with the LA guidance on educational visits and school journeys using eGo to plan visits. ▪ Where staff are required to drive as part of their job

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	<ul style="list-style-type: none"> Managers within the school are required to check on an annual basis that they hold a current and valid driver's licence, appropriate business insurance and an MOT where relevant.
<p><i>The Duties of Premises Manager (Bursar, Business Manager, Site Manager)</i></p> <p>The Premises Manager has a day to day responsibility for ensuring compliance with the school Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe.</p>	<ul style="list-style-type: none"> N/A Mel Harris/Karen Burford undertake legionnaires checks Mel checks all fire escapes functioning – doors opened
<p><i>Volunteer and Parent Helpers</i></p> <p>Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school site.</p>	<ul style="list-style-type: none"> Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see above). Line managers will therefore have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

PART THREE – GENERAL ARRANGEMENTS

<p><i>Arrangements</i></p> <p>The following procedures and arrangements have been established within the school to minimise health and safety risks to an acceptable level.</p>	<p>Responsibility of: Name/Title</p>	<p>Action/Arrangements (customise to meet your own situation)</p>
<p><i>Communication</i></p> <p>The school recognises the importance of communication to such as staff, visitors, pupils, parents, volunteers, contractors etc:</p>		<ul style="list-style-type: none"> ▪ Communication. The school recognizes that it is crucial that issues relating to premises works are communicated effectively. This includes: <ul style="list-style-type: none"> ▪ Providing visitors with copies of appropriate hazard registers such as the asbestos register ▪ Telling visitors about hazards on site ▪ Asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes) ▪ Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes) ▪ Controlling access so that contractors know who may also be working on site ▪ Sign-off/safe completion certificates ▪ Ensuring completion of the Premises Log Book by contractors and visiting persons

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		<ul style="list-style-type: none">▪ Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land. Information relating to fire procedures is positioned around the school.▪ Health and Safety policy incorporated in staff handbook, which is provided at outset and to students▪ Annually reviewed and communicated following review of H&S policy<ul style="list-style-type: none">▪ Providing contractors with copies of appropriate hazard registers such as the asbestos register▪ Telling visitors about hazards on site▪ Asking contractors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)▪ Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)▪ Controlling access so that contractors know who may also be working on site▪ Sign-off/safe completion certificates (Local Authority contractors used for all
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		<p>premises work)</p> <ul style="list-style-type: none">▪ Ensuring completion of the Premises Log Book by contractors and visiting persons
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<p><i>Consultation with Employees</i></p> <p>The school recognises the importance of consulting with employees on health and safety matters.</p>		<p>Staff Consultation</p> <ul style="list-style-type: none"> ▪ The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations <p>Staff Health and Safety Training and Development</p> <ul style="list-style-type: none"> ▪ Line managers/heads of departments within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation. ▪ Line managers will consider health and safety performance and address areas of concern with employees ▪ Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers/heads of department will be addressed as a matter of priority.
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Section 1 - RISK ASSESSMENT		
<p><i>Risk Assessment</i></p> <p>The school uses GCC risk assessment process and template as a standard for risk assessment and those of relevant professional bodies such as CLEAPPs/AfPE etc. Risk assessment is the responsibility of the schools Management Team at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.</p> <p>The following staff are responsible for completion of risk assessments within the following areas:</p>		<ul style="list-style-type: none"> ▪ Head Teacher & Governors for general site risk assessment undertaken SHE ▪ Class teachers responsible for risk assessments arising from activities they plan whether undertaken inside or outside. ▪ Forest School Leader (Lisa Jenkins) written a generic risk assessment for forest school activities. ▪ The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process ▪ Risk assessment is the responsibility of the schools management at a variety of levels. ▪ Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area.

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<p><i>School Trips/Offsite Visits</i></p> <p>The school complies with DfE Guidance and the GCC standards on offsite visits and school journeys. A separate school trips procedure has been produced based on GCC guidance.</p>		<ul style="list-style-type: none">▪ The school complies with DfES and LA guidance on educational visits and school journeys▪ Head Teacher nominated as Educational coordinator is responsibility for:<ul style="list-style-type: none">▪ Support the head and governors with approval and other decisions▪ Assess the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observation or verification of experience▪ Organise the training of leaders and other adults going on a visit. this will commonly involve training such as first aid, hazard awareness etc;▪ Organise thorough induction of leaders and other adults taking pupils on a specific visit;▪ Organise the emergency arrangements and ensure there is an emergency contact for each visit;▪ Review systems and, on occasion, monitor practice.
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Working at Height

The risks associated with working at height are identified through risk assessment using SHE/GN/5 *Working at Height*. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable. The school discuss and agree arrangements with staff. Where members of staff have medical conditions or other factors which may affect their ability to use access equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

- Line managers/heads of department will ensure that working at height is risk assessed in accordance with LA guidance and that appropriate control measures are put in place to mitigate those risks.
 - Displays restricted to head height wherever practicable
 - Kick stools/steps are available and used to access higher displays
 - Staff are instructed not to use tables/chairs etc as make shift steps
 - Floor surfaces suitable for use of ladders and steps
 - Staff wear appropriate footwear when using kick stools or step ladders
 - Long handle poles or mechanical openers are used to open high level windows or blinds
 - Ladders only used for short duration work < 30 minutes and where three points of contact can be maintained whilst climbing the ladder
 - Pre-use checks are carried out of all ladders and step ladders

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		<ul style="list-style-type: none">▪ A register of step ladders and ladders is maintained and periodic checks are carried out and recorded▪ Faulty ladders or step ladders are taken out of use (New Ladders Required)▪ Ladder used at correct angle i.e. one metre out for four metres up▪ Lone working avoided when using ladders▪ Area where ladder being used is fenced off or coned appropriately▪ Work not undertaken in adverse weather conditions e.g. high wind/rain etc
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<p><i>Noise</i></p> <p>The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are put in place.</p>		<ul style="list-style-type: none"> • N/A
<p><i>Violence to Staff</i></p> <p>The school are aware of their responsibility for assessing the risks of violence to staff and where violence is identified as a significant risk the school ensure appropriate control measures are put in place. Staff report any incident of aggression or violence (or near misses) directed to themselves through the reporting process. All reported incidents of violence are recorded on the SHE Enterprise system.</p>		<p>Violence to Staff / School Security</p> <ul style="list-style-type: none"> ▪ Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and governing body will liaise with their local Crime Prevention Officer. ▪ Managers/heads of department are responsible for assessing the risks of violence to staff ▪ Where violence is identified as a significant risk line managers will ensure that appropriate control measures are put in place. ▪ Staff must report incidents of violence and aggression in the same manner as accidents.
<p><i>Security Arrangements Including Dealing with Intruders</i></p> <p>Risks to security of the premises and property are</p>		<ul style="list-style-type: none"> ▪ Mel Harris – Gates are locked during school hours and keys held by the office between 9

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assessed through the risk assessment process and appropriate control measures implemented.		<p>and 3 pm there is a single point of entry to the school.</p> <ul style="list-style-type: none">▪ Entry system access controlled by key fobs▪ Log Book for Visitors and All visitors accompanied and wear a visitors badge▪ Governors to complete Governors Signing in Book.▪ Un-badged persons are challenged and any intruders reported to the office and police.
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<p><i>Personal Security/Lone Working</i> The school ensures that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.</p>		<ul style="list-style-type: none"> ▪ Staff themselves have a responsibility to ensure their own health and safety by having their own mobile phones and ensure that someone at home is aware that they are working late. ▪ Staff contact the Head when they have left the building
<p><i>Hazardous Substances (Control of Substances Hazardous to Health CoSHH)</i> Where hazardous substances are used risk assessments are undertaken and a hierarchy of control measures adopted which seeks to eliminate or substitute the substance concerned. Where necessary this H&S Policy Document is supplemented by a local Departmental Policy (e.g. in D&T) relating to the specific activities of the Department or area.</p>		<ul style="list-style-type: none"> ▪ GCC SHE Procedure SHE/Pro/4 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances. Where hazardous substances are used line managers themselves or a designated employee will undertake a Control Of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost. ▪ COSHH regarding cleaning done through cleaners

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<p><i>Personal Protective Equipment (PPE)</i> Employees/Managers assess on the basis of risk assessment and CoSHH assessments where the need for PPE is identified as a control measure. Where it is assessed that PPE is required PPE is appropriately selected and provided. A record is held which includes details of any expiry dates to ensure equipment is replaced as and when necessary. Staff are responsible for ensuring that they use PPE where it is provided.</p>		<ul style="list-style-type: none"> ▪ Gloves are supplied, stored in the first aid boxes and disabled toilet ▪ Checked Annually
<p><i>School Transport</i> The school uses the SHE guidance on occupational driving as a basis to ensure safe transportation of pupils for activities such as offsite visits and sports fixtures. Risks associated with driving are evaluated within assessments for activities</p>		<ul style="list-style-type: none"> ▪ The school places no expectation on staff to drive as part of their duties. ▪ If the situation were to arise the procedures would be as per the guidance above (MOT, driving licence & insurance)
<p><i>Manual Handling (typical loads and handling pupils)</i> The school refers to the SHE/GN/30 Manual Handling and risks of manual handling are communicated within general risk assessment. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. Headteachers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from SHE and Occupational Health as necessary.</p>		<ul style="list-style-type: none"> ▪ Managers are responsible for assessing the appropriate approach to handling task and may seek professional advice from the SHE Unit and Occupational Health as necessary. ▪ Responsible Persons for Individual Pupils: <ul style="list-style-type: none"> ▪ Alison Saunders ▪ Angela Beard ▪ Annabelle Carlson

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<p><i>Curriculum Safety (including extended schools activity/study support)</i></p> <p>Heads of Departments ensure that risks related to curriculum areas are identified and controlled where necessary referring to material such as CLEAPSS, AfPE, DATA and SHE guidance etc. For any activity falling outside published a risk assessment is carried out. An inventory of all equipment is kept by the departmental head and all tools/equipment/machinery are checked, maintained and stored correctly.</p>		<ul style="list-style-type: none"> ▪ The school recognise that programmes of study require that children should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety. ▪ Teachers will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use. All guidance material will be reviewed where available CLEAPS, AfPE (formally BAALPE) DATA and county procedures and guidance. ▪ All non-teaching assistants must be appraised of the safety procedures and practices relating to any of the activities that they support. ▪ Schemes of work will be reviewed to assess the risk in all activities in order to determine: <ul style="list-style-type: none"> ▪ Where close supervision is required ▪ Suitable group size ▪ Suitability for whole class participation ▪ Where particular skills need to be taught ▪ Personal protective equipment (PPE) ▪ Levels of hygiene required
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<p><i>Work Experience Placements</i></p> <p>The school undertakes workplace re-assurance checks in the absence of a provider and Work Experience Coordinators follow the working practices outlined in GCC SHE Work Experience Information Sheet 10 <i>Employers Questionnaire and Risk Guidance</i>. The school also takes into account the safeguarding of its pupils whilst commencing a work placement.</p>		<ul style="list-style-type: none"> ▪ Marcella Scoles co-ordinates work experience placements. ▪ Secondary schools initiate it and complete all relevant documentation in relation to the placements.
<p><i>Display Screen Equipment</i></p> <p>The majority of staff within the school are not considered to be DSE users. The school refers to SHE/Pro/5 – <i>Working with Display Screen Equipment</i>. Headteachers/Heads of Department ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes or office layouts change or when there are staff changes.</p>		<ul style="list-style-type: none"> ▪ Appropriate furnishers ▪ Regular breaks ensured

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<p><i>Parent Teacher Association</i> The school offer support to the Parent Teacher Association (PTA) and provide a forum through which parents can become more involved in the education of their children. Risk assessments are carried out for PTA run events and adequate insurance is in place.</p>		<ul style="list-style-type: none"> ▪ The committee responsible for conducting risk assessments and insurance – Chair of FoSM ▪ PTA known as Friends of Steam Mills (FoSM) ▪ Member of PTA UK
<p><i>Playground Supervision/Play Equipment and Maintenance</i> Risks are assessed using the SHE Information Sheet 14 <i>Playground Supervision</i>. A risk assessment of the potential hazards in the playground and their likelihood to cause harm has been undertaken and the following have been considered within the risk assessment process.</p>		<ul style="list-style-type: none"> ▪ Annual checks made of the play-ground equipment.by GCC ▪ Site risk assessment covers all potential hazards ▪ Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept.

<p>Section 2 - PREMISES</p>		<p>Workplace Inspections and Premises Risks</p> <ul style="list-style-type: none"> ▪ Line managers/heads of departments responsible for premises/departments to undertake workplace inspections every three months. ▪ The site manager will ensure that hazards associated with premises are monitored and controlled. Legionella checks and holding a copy of the asbestos register on site are examples of significant property risks that are being controlled. ▪ Managers should refer to the Good Stewardship Guide published by Corporate Building Services for more detailed guidance on premises risk. For further information, site managers should contact Corporate Building Services.
<p><i>Mechanical and Electrical (fixed and portable)</i> The school takes appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the</p>		<ul style="list-style-type: none"> ▪ Annual PAT (Portable Appliance Testing) testing (Rapidtest) ▪ Annual mechanical and electrical audit undertaken by property services (Property Care Engineer)

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<p>health of any other person, as low as reasonably achievable.</p> <p>Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the main office.</p> <p>Reference is made to AMPS <i>Technical Briefing Note EM005 Portable Appliance Testing</i>) and fixed electrical checks are carried out in accordance with AMPS <i>Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection</i>.</p>		<ul style="list-style-type: none">▪ Five year fixed wire testing done▪ Annual lightening conductor▪ Kept with premises log
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<p><i>Maintenance of Machinery and Equipment</i></p> <p>The school inspects and maintains its equipment on a regular basis; however the frequency of these inspections is much dependant on the use and type of equipment. Guidance issued by Asset Management & Property Services (AMPS) on servicing, testing and inspection is followed and records are kept.</p>		<ul style="list-style-type: none"> ▪ Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept as detailed above. ▪ The school buys a full property services package from the local authority.
<p><i>Asbestos</i></p> <p>To minimise risk from asbestos containing materials on the school site, the school maintains a safe and healthy environment by:</p> <ul style="list-style-type: none"> • complying with all regulations and GCC practices concerning the control of asbestos; • removing asbestos containing materials where the risk to building users is unacceptable; • having a named officer who has responsibility for implementing the Asbestos Management Plan in compliance with <i>The Management of Asbestos in County Council Occupied Premises Guidance</i>. • where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. 		<ul style="list-style-type: none"> ▪ The Head Teacher will have responsibility for the implementing the Asbestos Management Plan in compliance with The Management of Asbestos in County Council Occupied Premises guidance. ▪ School holds an Asbestos Cleared Certificate

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Service Contractors

Service contractors have regular access to site as specified by a contract. The service contract specifies what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The school provide details of its safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements. A copy of this policy is provided to them.

- The School Uses County Approved Contractor
- The school follows the guidance issued by Corporate Building Services as outlined in the property log- book for the selection, appointment and monitoring anyone undertaking works. These include:
 - Checking the competence of contractors and visiting workers (competence can be judged from past experience, recommendation, pre-selection evaluation e.g. CHAS or a combination taking into consideration nature and scale of the works required).
 - Examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
 - Having clearly identified personnel who are points of contact for contractors and visiting workers
 - Having all significant and unusual hazards and risks on site clearly identified.
 - Exchanging information on hazards and risks

		<ul style="list-style-type: none">▪ Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:<ul style="list-style-type: none">▪ Segregation of traffic and pedestrians▪ Segregation of contractors and occupants of the school (where possible)▪ Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled▪ Implications on fire precautions due to possible increased risk and interference with fire alarm▪ System and routes of evacuation
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<p><i>Building Contractors</i> This involves work where part of the site is handed over to the contractor. Hazards associated with this activity are controlled by effective supervision of students and contractors whilst on the school site.</p>		<ul style="list-style-type: none"> ▪ Anything large scale is dealt with via Local Authority Property Services Package ▪ Pre works meetings undertaken by Head Teacher, Property Services and the Contractor
<p><i>Small Scale Building Works</i> This includes day-to-day maintenance work and all work undertaken on site where a pre-work site meeting has not taken place.</p>		<ul style="list-style-type: none"> ▪ Contractors are expected to report to office prior to start of work. ▪ Details of responsible person/s – LA approved contractors used ▪ All contractors to sign in and wear a visitors badge ▪ Contractors made aware of fire procedures and shown asbestos log if necessary whilst on site ▪ Contact details of Head and Office Manager given to contractors should a problem arise ▪ Timescales agreed prior to start of work ▪ Equipment and services available e.g. access to services

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<p><i>Lettings (shared working – playgroups etc)</i></p> <p>The school follows Asset Management & Property Services (AMPS) guidance and casual hiring agreement form. The school ensures that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirers'/tenants' claims arising from negligence. If any part of the school is let, the Headteacher is satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment has been undertaken.</p>		<ul style="list-style-type: none">▪ The governing body will ensure that the hirer/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising from negligence.
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<p><i>Slips/Trips/Falls</i></p> <p>The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via a recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.</p>		<ul style="list-style-type: none">▪ The school will report and investigate accidents, incidents and near misses seriously and the school will adhere to the GCC SHE Procedure she/pro/4 accident reporting and investigation▪ In line with the SHE procedure, all staff will be encouraged to report accidents, incidents and near misses and line managers will investigate such incidents and identify and implement means to prevent a recurrence.▪ All completed accident/incident/near miss forms will be reported electronically using SHE Enterprise accident database.
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<p><i>Cleaning</i></p> <p>A cleaning schedule is in place which is monitored by the Headteacher/responsible person. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.</p>		<ul style="list-style-type: none"> ▪ Cleaning carried out by Karen & Judith Burford ▪ Regular checks undertaken Head teacher and Office Manager
<p><i>Transport Arrangements (on-site)</i></p> <p>The school segregate access traffic, vehicular and vulnerable pedestrians and cyclists and design out vehicular and vulnerable traffic route conflicts, both at access points and on site. The school wherever possible avoid same access for all.</p>		<ul style="list-style-type: none"> ▪ Car park is segregated ▪ Vehicles and pedestrians are segregated on site ▪ Gates are locked at 9am ▪ No delivery vehicles on site during school hours
<p><i>Bus Duties (supervision of pupils boarding school)</i></p>		<ul style="list-style-type: none"> • N/A

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<p><i>Caretaking and Grounds Maintenance (and grounds safety)</i> The school identifies risks associated with caretaking and grounds maintenance and identifies the risks through the risk assessment process using the SHE/GN/46 <i>Caretaking Duties Risk Assessment Toolkit</i>.</p>		<p>Maintenance / Inspection of Equipment</p> <ul style="list-style-type: none"> ▪ Guidance issued by corporate building services on servicing, testing or inspected is followed and records kept. ▪ Mel Harris/Karen Burford completes legionella checks and report to Head Teacher recorded in legionella log book ▪ Safety inspections of playground equipment annually by GCC and any defects are reported in their report and dealt with ▪ Tann Synchronome carry out annual checks for security alarm ▪ Tann Synchronome check smoke alarms and the control unit ▪ All recorded in the Fire Alarm log book ▪ Six monthly checks of the emergency lighting ▪ Termly fire drills ▪ Buildings site inspections undertaken termly ▪ Weekly checks of break glass by Office Manager and the fire alarm system
<p><i>Gas and Electrical Appliances</i> Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also</p>		<p>Electrical Equipment [fixed and portable]</p> <ul style="list-style-type: none"> ▪ Portable electrical equipment will be inspected in accordance with Corporate Building Services

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checked visually on a regular basis and subject to appropriate formal inspection.		<p>Technical Briefing Note EM005 Portable Appliance Testing on an annual basis by an authorised body. Staff should not use their own electrical equipment unless it has been inspected by a qualified electrician.</p> <ul style="list-style-type: none">▪ Fixed electrical checks will be carried out in accordance with Corporate Building Services Technical Guidance Note EM006 Fixed Wiring Periodic Test and Inspection▪ Boiler checked annually by Clancy's
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<p><i>Glass and Glazing</i></p> <p>A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. All low level glazing (below 800mm), such as glazing in doors and high risk glazing such as glazing within PE departments is toughened, laminated glass and complies with ACoP/British Standard or has been fitted with safety film. There is a system in place to ensure all broken glazing is reported through a known procedure and that the area is made safe immediately and repairs carried out as soon as possible. Glazing is also assessed during a regular site inspection.</p>		<ul style="list-style-type: none"> ▪ All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard, continual assessment of premises where there are areas which due to glass being of low standard and consequently covered in plastic film will be undertaken
<p><i>Water Supply/Legionella</i></p> <p>An effective water hygiene management plan is in place to control the risks of legionellosis to staff and members of the public. The named responsible persons has a clear understanding of their duty, has undertaken training in water system management and has the competence and knowledge to ensure that all operational procedures are carried out in a timely and effective manner. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment has been documented and the site log book is used. A process is also in</p>		<ul style="list-style-type: none"> ▪ Mel Harris/Karen Burford completes legionella checks and report to Head Teacher recorded in legionella log book

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place to deal with any actions should they arise.		
<p><i>Snow and Ice Gritting</i></p> <p>Adequate arrangements are in place to minimise the risks from snow and ice on the site e.g. access/egress routes. A risk assessment has been carried out and an emergency plan has been developed to determine what type of action needs to be undertaken during adverse weather conditions. There is suitable storage for salt/grit and tools, (such as wheeled grit spreader) on site and a sufficient supply of grit/salt is available.</p>		<ul style="list-style-type: none">▪ Staff responsible for maintaining pathways in adverse weather▪ Materials stored behind oil building

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Section 3 - MEDICAL/FIRE AND EMERGENCY ARRANGEMENTS		
<p><i>Infectious Diseases</i> The school follows the guidance produced by the Health Protection Agency, which is summarised on the poster, <i>Guidance on infection Control in Schools and other Child Care Settings</i>.</p>		<ul style="list-style-type: none"> • Booklet in school office detailing relevant actions for diseases
<p><i>Dealing with Medical Conditions</i> The school accommodates pupils with medical needs wherever practicable and makes reference to DfE circular - <i>Supporting Pupils with Medical Needs in School</i> which sets out the legal framework for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close cooperation between schools, parents, health professionals and other agencies help provide a suitably supportive environment for those pupils with special needs.</p>		<ul style="list-style-type: none"> ▪ Each child who requires intermit care has a policy located in the children's personal files ▪ Individual care plan is written for the children which incorporates a risk assessment ▪ Responsible person/s, receive relevant training and engage with health professionals and advisory teachers on best practice
<p><i>Drug Administration</i> The school accommodates pupils with medical needs wherever practicable and makes reference</p>		<ul style="list-style-type: none"> ▪ There is no legal duty requiring school or setting staff to administer medicines. However, for

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<p>to DfE <i>Guidance Managing Medicines in Schools and Early Years Settings</i>. Parents have prime responsibility for their child's health and provide the school with information about their child's medical condition. Parents obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies provide additional background information for staff.</p>		<p>prescribed medicines we will endeavour to make the appropriate arrangements. Parents are required to complete a medicine administration form</p> <ul style="list-style-type: none">▪ The school has adopted the DfES guidance <i>Managing Medicines In Schools And Early Year Settings</i>▪ For more complex needs the school has adopted the DfES and Council For The Disabled Children Including Me
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<p><i>First Aid</i> The school follows the statutory requirements for first aid and provides suitably trained first aid staff. The guidance issued by the DfE on first aid for schools <i>SHE/Pro/8 First Aid</i> is followed.</p>		<p>The schools local arrangements</p> <ul style="list-style-type: none"> ▪ The following courses have been undertaken:- ▪ Emergency First Aids For Schools: ▪ Paediatric First Aid <ul style="list-style-type: none"> ▪ Lisa Jenkins – Certificate expires 16th Jan 2018 ▪ Mandy Tobin – Certificate expires 27th Jan 2018 ▪ Jill Hopkins – Certificate expires 27th Jan 2018 ▪ Location of first aid boxes: <ul style="list-style-type: none"> ▪ Main Office ▪ Each Class Room ▪ Forest School bag ▪ Contents are checked annually by Lisa Jenkins
<p><i>Reporting of Accidents, Hazards, Near Misses</i> The school report and investigate all accidents, incidents and near misses and adhere to <i>SHE/Pro/4 Accident Reporting and Investigation</i>. In line with the SHE procedure, all staff are encouraged to report accidents, incidents and near misses and line managers investigate such incidents and identify and implement means to prevent a</p>		<ul style="list-style-type: none"> ▪ Office Manager reports to SHE Enterprise as soon as possible but aim to report within 24 hours of the incident ▪ Accident Book is held in the main office

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recurrence. All completed accident/incident/near miss forms are reported electronically using the SHE Enterprise accident database.		<ul style="list-style-type: none">▪ Incident Log held in Heads Office and monitored regularly by Health & Safety Governor
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<p><i>Fire Safety and Emergency Evacuation</i> The school follows AMPS guidance. A risk assessment has been carried out and a safety management plan is in place.</p>		<p>Fire Precautions & Procedures</p> <ul style="list-style-type: none"> ▪ The guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG) has been adopted. ▪ The named competent person [Office Manager] who is responsibility for the implementing the fire Management Plan by:- <ul style="list-style-type: none"> ▪ Detailing of any significant findings from the fire risk assessment and any action taken ▪ Testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices; ▪ Testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person; ▪ Recording of false alarms; ▪ Testing and maintenance of emergency lighting systems; Tann Synchronome ▪ Testing and maintenance of fire extinguishers, hose reels and fire blankets etc.;Churchesfires ▪ Testing and maintenance of other fire safety equipment such as fire-suppression
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		<p>and smoke control systems;</p> <ul style="list-style-type: none">▪ Recording and training of relevant people and fire evacuation drills;▪ Planning, organising, policy and implementation, monitoring, audit and review;▪ Maintenance and audit of any systems that are provided to help the fire and rescue service;▪ The arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire;▪ All alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
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<p><i>Crisis and Emergency Management</i></p> <p>A Crisis Management Team is in place to assist in the reduction of the consequences of major hazards and risks and to action a recovery plan in the event of a serious accident. The team acts as the decision-making influence for the management of an incident. Procedures and practices are in place for handling emergency situations and communicating these to all staff. All necessary equipment is available for rapid activation during an emergency which includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate building plans. A test is carried out on a regular basis to ensure that it is feasible and realistic. The emergency plan is reviewed on an annual basis and after any practice emergency exercise or real emergency. If deficiencies are found remedial action is taken.</p>		<p><i>Head Teacher - Marcella Scoles</i></p> <p><i>Health and Safety Coordinator – Mel Harris</i></p> <p><i>Premises Coordinator – Mel Harris</i></p> <p><i>Timescales for Testing –</i></p> <p><i>Details of Equipment</i></p> <p><i>Plan & Procedures Found – School office</i></p>
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Section 4 - MONITORING AND REVIEW		
<p><i>Monitoring</i> Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.</p>		<ul style="list-style-type: none"> ▪ Monitored and reviewed annually through the Operations Committee and Designated H&S Governor
<p><i>Inspections</i> Regular safety inspections are carried out by the nominated person(s) (using the format found in the <i>Good Stewardship Guide</i> and the <i>SHE Governors Guide - Workplace Inspections</i> of premises/departments/furnishings and fittings and grounds are also carried out on a regular basis. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.</p>		<ul style="list-style-type: none"> ▪ Buy a full premises package from Property Services, which includes annual audits for electrical and mechanical property condition and strategic planning. ▪ H&S Governor and Head Teacher to carry out termly checks
<p><i>Review</i> The school has mechanisms for undertaking active monitoring and review of health and safety which includes an arrangement of periodic planned health and safety checks of each section of the school, supplemented by various ad hoc and unplanned checks and inspections.</p>		<ul style="list-style-type: none"> • As above

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<p><i>Auditing</i></p> <p>As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the school ensures a complete health and safety audit by competent persons. The action points identified through the audit form part of the school development plan.</p>		<ul style="list-style-type: none">• As above• GCC
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Section 5 -TRAINING		
<p><i>Staff Health & Safety Training/Competence</i> The school is committed to ensure staff are competent to undertake the roles expected of them. The Headteacher/Heads of Department undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and ensure that appropriate training is delivered and training records held centrally. The training need analysis is reviewed on an annual basis or on the introduction of new legislation. Line managers conducting the performance management process consider health and safety performance and address areas of concern with employees.</p>		<ul style="list-style-type: none"> ▪ Where appropriate relevant training is done ▪ Head teacher undertakes training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation. ▪ Line managers conducting the Performance Management will consider health and safety performance and address areas of concern with employees ▪ Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues Head Teacher will be addressed as a matter of priority.
<p><i>Supply and Student Teachers</i> The school's expectations are made clear to any supply and student teacher through the provision of</p>		<ul style="list-style-type: none"> ▪ Head Teacher ensures safeguarding, code of conduct and all security arrangements are provided to both student and supply teachers

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<p>Supply/Student Teacher/Staff Handbook. Teachers on supply and student teachers are given a copy of the Staff Handbook, Health & Safety Policy Document and other relevant policies. The Headteacher is responsible for liaising with the supply/student teacher on general school organisation and routines. When supply and student teachers attend the school to cover for staff absence at short notice the Headteacher/responsible person gives guidance on the work to be covered.</p>		<ul style="list-style-type: none"> ▪ Apart from any specific responsibilities which may have been delegated to them, all supply and student teachers must: <ul style="list-style-type: none"> ▪ Act as per duties of Employees ▪ Note that the school has a no smoking policy and all staff, contractors and visitors are expected to comply with this policy when on site.
<p><i>Volunteer and Parent Helpers</i> Volunteer and parent helpers are subject to the schools safeguarding arrangements. Volunteers receive an induction from the designated teacher for child protection and general health and safety and are expected to wear a visitors badge at all times and follow the school procedures. The teacher is the principal point of contact and volunteers are under his/her direction. Conversations and any documentation to which volunteer/parent helpers may have access are strictly confidential and are treated as such.</p>		<ul style="list-style-type: none"> ▪ Marcella Scoles - School Child Protection Officer ▪ Lisa Jenkins - Deputy School Child Protection Officer ▪ Visitor's guide displayed at entrance relating to signing in detailing requirements for H&S and safe guarding

Section 6 - HEALTH AND WELLBEING		
<p><i>Pregnant Members of Staff</i> The first aid room/rest room have rest facilities for expectant and nursing mothers. Members of staff who are pregnant are required to inform the school in writing so that an appropriate risk assessment of their work routines can be carried out with reference to SHE guidance.</p>		<ul style="list-style-type: none"> ▪ Head Teacher is responsible for completing pregnant worker risk assessment
<p><i>Health and Well Being Including Absence Management</i> The school refers to SHE/GN/31 <i>Stress Risk Assessment Toolkit (Schools)</i> and has carried out a risk assessment based on the Health & Safety Executive's <i>Management Standards for Work-Related Stress</i>. The school endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice.</p>		<ul style="list-style-type: none"> ▪ Head Teacher will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable. ▪ Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means within GCC to manage stress and assist staff.
<p><i>Smoking on Site</i></p>		<ul style="list-style-type: none"> • No smoking on the school site.

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Section 7 - ENVIRONMENTAL MANAGEMENT		
<p><i>Environmental Compliance</i></p> <p>The school seeks to fulfil its waste management objectives through: using only what is needed; seeking alternatives where possible; recycling as much as practicable; disposing of as little as necessary.</p>		<ul style="list-style-type: none"> ▪ Paper recycling ▪ Plastic Milk Bottle Recycling ▪ Energy/Light awareness ▪ Environmental control fitted to the boiler ▪ Fruit waste composted
<p><i>Disposal of Waste</i></p> <p>All waste classified as 'hazardous' is collected by specialist firms and disposed of in the approved manner.</p>		<ul style="list-style-type: none"> ▪ All waste classified as 'hazardous' is collected by specialist firms ▪ Canon used for sanitary waste
Section 8 - CATERING AND FOOD HYGIENE		
<p><i>Catering and Food Hygiene</i></p> <p>All catering contractors have in place a food hygiene management system and competent health and safety advice. All contractors are registered with the Local Authority (District/Borough Council).</p>		<ul style="list-style-type: none"> ▪ AiP contractors address catering requirements

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Section 9 – HEALTH AND SAFETY ADVICE		
<i>Information</i> Health and safety advice is obtained from Safety, Health & Environment (SHE) 01452 425350 she@gloucestershire.gov.uk www.gloucestershire.gov.uk/she		SHEunit@gloucestershire.gov.uk